

**CITY OF ASHLAND HOUSING AUTHORITY  
IS HIRING A  
HOUSING PROJECT  
SPECIALIST**

**Full-Time, Exempt with Benefits**

**The Housing Project Specialist is responsible for providing direct client services, office administrative functions and support of maintenance and capital improvement projects. The ideal candidate will have the ability to work respectfully with all people; strong financial and database management skills; and be able to work in an ever-changing environment.**

**The full position description is available at:  
[www.cityofashlandhousing.org](http://www.cityofashlandhousing.org)**

**To apply: Send a cover letter, current resume and three professional references by 3:00pm, Friday, October 19, 2018 to Kathy Beeksma, Executive Director, City of Ashland Housing Authority, 319 Chapple Avenue, Ashland, WI 54806 or via email at [cityaha@cityofashlandhousing.org](mailto:cityaha@cityofashlandhousing.org)**



The City of Ashland Housing Authority is an equal opportunity provider and employer





City of Ashland  
Housing Authority  
319 Chapple Ave.  
Ashland, WI 54806  
715-682-7066

[www.cityofashlandhousing.org](http://www.cityofashlandhousing.org)

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# WE'RE HIRING

## Housing Project Specialist

### Full-Time, Exempt with Benefits

For More Information:

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## City of Ashland Housing Authority

319 Chapple Avenue  
Ashland, WI 54806  
Telephone: (715) 682-7066  
Fax: (715) 682-7189  
[www.cityofashlandhousing.org](http://www.cityofashlandhousing.org)



Bay Tower Apartments  
Bay Haven Apartments  
Bay Ridge Apartments  
Bay Terrace Apartments  
Forty-Five Family Homes



This institution is an equal opportunity  
provider and employer



### HOUSING PROJECT SPECIALIST

**Position Type:** 100% Regular Position  
**Location:** Ashland, WI

#### Overview

The Housing Project Specialist (HPS) is an exempt, full-time position that reports to the Executive Director of the City of Ashland Housing Authority. The Housing Project Specialist is an entry-level position that provides client services and housing project management. The HPS position oversees housing rehabilitation projects and efficient operations to ensure decent, safe, affordable housing. All duties adhere to the policies and procedures of the Authority's Board of Commissioners, the Department of Housing & Urban Development, and the USDA/Rural Development. The ideal candidate will be one that can take on increased responsibilities over time.

#### Responsibilities

- 1) Provide direct client services
  - a. Support families in all areas of housing from the application process and through the end of participation
  - b. Lease properties in a timely manner to ensure high occupancy rates
  - c. Respond to tenant concerns professionally and in a timely manner
  - d. Create plans with tenants to reduce receivables and oversee compliance
  - e. Conduct regular tenant meetings to build relationships and address building concerns
- 2) Support all aspects of office administration
  - a. Extensive management of data base and paper files related to tenants, work orders, and budgetary processes
  - b. Monitor budgets
  - c. Prepare for and participate in Board of Commissioner meetings as required
  - d. Collaborate in ongoing updates of Authority's policies and procedures
  - e. Attend trainings to ensure competence in all areas of responsibility

"The Fair Housing Act prohibits discrimination in the sale, rental or financing of housing on the basis of race, color, religion, sex, handicap, familial status or national origin". Federal law also prohibits discrimination on the basis of age. Complaints of discrimination may be forwarded to the Wisconsin Department Industry, Labor & Human Relations - Equal Rights Division - 819 North 6<sup>th</sup> Street, Milwaukee, Wisconsin 53203.



- 3) Support functions related to building maintenance and capital improvements
  - a. Participate in all aspects of capital improvement projects
  - b. Collaborate to maintain building grounds and common areas
  - c. Verify apartments are ready for occupancy within 30 days of vacancy
  - d. Generate work orders for reported repair requests to ensure timely resolution
  - e. Conduct property and unit inspections to assure adherence to lease requirements
  - f. Respond to emergency calls at all times, either directly or through other personnel
- 4) Perform all other duties as necessary

#### **Essential Job Functions**

- Ability to work in an ever-changing environment as part of a high-functioning team
- Provide calm and resourceful responses to challenges, interruptions and tight deadlines
- Evidence of strong financial skills
- Ability to work respectfully with all people
- Ability to work on multiple, simultaneous projects
- Obtain certification as a Public Housing Manager within one year of employment. The Housing Authority will pay related costs to obtain certification. However, if incumbent fails to pass the certification exam, associated costs for re-testing, shall be borne by the incumbent

#### **Minimum Required Qualifications**

- Associate's degree in business administration or related area of study
- Demonstrated skills for working well with co-workers and the public
- Excellent written and oral communication skills
- Excellent computer and online skills, including word processing, spreadsheet and database management
- Experience in budget implementation and monitoring
- Success working both independently and in teams
- Demonstrated ability to work with a diverse population
- Valid Driver's license
- Ability to be bonded

#### **Preferred but not Required Qualifications**

- Bachelor's degree in Business or related area of study
- Demonstrated experience in budget creation, reporting and general accounting principles
- Demonstrated experience in client services or support

#### **Additional Optional Qualifications**

- Property management experience
- Certification as Public Housing Property Manager or Section 8 Manager

**Working Conditions**

- Access to reliable transportation to meet position responsibilities and essential job functions
- Work evenings or weekends as needed
- Carrying equipment, up to 25 lbs.
- Ability to sit or stand for extended periods of time including extended workdays or work weeks when on deadline or managing events

**Position Benefits and Salary**

Salary range is \$32,240- \$36,400 and is commensurate with minimum and preferred qualifications and experience. Full benefit package offered including retirement, vacation, sick leave, health insurance, and other insurances.

**Equal Opportunity**

As an affirmative action employer, the City of Ashland Housing Authority (AHA) provides equal opportunity in programs and employment and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. The AHA does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

It is the policy of the AHA to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please contact the AHA office at 715-682-7066. Please call 711 if you are hearing or speech impaired and need assistance.

**Application Process**

To apply the candidate must provide:

- A cover letter that demonstrates the candidate's ability to meet the qualifications of the position (no more than two pages in length)
- A current resume
- Three professional references with phone and email contact information

Application materials must be sent to the attention of Kathy Beeksmā, Executive Director. Materials may be mailed or dropped off at: City of Ashland Housing Authority, 319 Chapple Avenue, Ashland, WI 54806 or sent via email at to: [cityaha@cityofashlandhousing.org](mailto:cityaha@cityofashlandhousing.org). Materials must be received in the City of Ashland Housing Authority office **by 3:00pm, Friday, October 19, 2018.**

**Criminal Background Check and Drug Testing**

A background check and drug testing will be conducted for the finalist candidate. Employment is contingent upon a completion of a successful background check, successful drug test, establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986. Additionally, the AHA reserves the right to verify any and all information stated or implied within application materials to confirm a candidate's qualification(s) prior to appointment to the position.